

JOB DESCRIPTION

1. **JOB TITLE** Corporate Records and Freedom of Information Facilitator
2. **LOCATION** Any site as required within the Trust
3. **NOMINAL BASE** Darlington Memorial Hospital
4. **BAND/SALARY** Band 4
5. **RESPONSIBLE TO:** The post holder will be managerially responsible to the Corporate Affairs Manager and accountable to the Senior Associate Director of Assurance and Compliance/Trust Secretary

6. JOB PURPOSE/SUMMARY

The post holder will be responsible for organising the responses to requests for information received under the FOI Act and providing specialist knowledge on the requirements of the Act. They will also be responsible for advising on, and monitoring, compliance within the Trust with the Policy for Policies and the Corporate Records requirements as outlined in the Data, Security and Protection toolkit. In addition the post holder will support the use and maintenance of the CDDFT Quality Insights system and the operation of committees within the Trust's governance structure with respect to policies and clinical guidelines.

7. DIMENSIONS OF THE JOB

A Trust wide role in relation to FOI requests and corporate records work, including providing advice and training as appropriate.

8. ESSENTIAL KNOWLEDGE, QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED

See person specification for full details.

9. MAIN DUTIES AND RESPONSIBILITIES

Freedom of Information

- Maintain and implement an effective system for recording, controlling and responding to all requests for information received by the Trust under the provisions of the Freedom of Information Act 2000.
- Manage a caseload of requests received under the FOIA ensuring the collation and production of quality responses within the time frame set out by the Act and support colleagues during absence to ensure a consistent provision of service.
- To act independently in ensuring that all requests for information are registered to the system and managed in a way that enables the Trust to comply with the requirements of the Act as regards disclosure and response times.
- Act as a designated point of contact for applicants under the FOI Act and where appropriate; liaise with the requesting party over the nature of the request, the provision of additional detail about it and the need for an extension of time for responding.

- Provide advice and guidance to managers and teams on the requirements of the FOI Act and their duties and responsibilities under it.
- Support the development and maintenance of the Trust's publication scheme and disclosure log
- Escalate issues with FOI requests and response times, as appropriate to the Corporate Affairs Manager.
- Deliver internal training in accordance with the FOI Training programme.
- Maintain current knowledge of the application of the FOI Act 2000 and associated case law.

Corporate Records

- Ensure the maintenance and development of up to date, accurate and complete libraries of policies and procedures, including Patient Information Leaflets and LocSSIPS, in line with the Policy for Policies and Corporate Records Policy, including both electronic and paper libraries and the CDDFT Quality Insights System in line with need;
- Provide advice, education and communication to Care Groups and corporate directorates to support the implementation of the Policy for Policies and corporate records requirements within their areas.
- Support the development, update and dissemination of template documentation to assist Care Groups and corporate directorates in complying with the Policy for Procedural Governance Documents.
- Support the development and implementation of a limited programme of audits to monitor compliance with the corporate records policy for internal and external assurance purposes.
- Provide support and guidance to Care Groups and document authors in respect of the use of the Procedural Documents function of the CDDFT Quality Insights System, including but not limited to producing monitoring reports, accessing and navigating the system.

General

- Monitor publications from the Information Commissioner and with respect to corporate records
- Suggest changes to the policy framework, and to policies and procedures for their own area of work based on their knowledge
- Collation and presentation of evidence supporting compliance with the DSP Toolkit process for policy and procedures management for any external audits or inspections.

- Provide administrative support, including minutes, for meetings within the Trust as required, including support to committees with respect to the governance of policies, procedures and clinical guidelines.
- Providing cover for colleagues across the Directorate as necessary and at the demands of the service.
- Any other duties relevant to the grade.

10. VALUES AND BEHAVIOURS

The post holder is required to promote the Trust's core values of care, quality, respect, leadership and achievement by adherence to the behavioural competencies as detailed on the Trust's website/intranet site.

11. COMMUNICATIONS AND WORKING RELATIONSHIPS

- The post-holder will be required to work with senior managers including Associate and Executive Directors (and their Executive Assistants) to organise the sign off of responses under the FOI Act, to consult on policies, agree template documentation, implement the requirements of the Policy for Policies and Corporate Records Policy and the DSP toolkit requirements in respect of FOI and Corporate Records.
- Conduct extensive communications with (for example) members of the press, the offices of Members of Parliament, local councillors and other individuals over FOI requests which will require a high degree of tact and diplomacy when exchanging information;
- Liaise with Trust communications staff, other staff and managers in providing and receiving complex and sensitive information and will be required to motivate, liaise with and negotiate to ensure co-operation over FOI issues;
- Establish networks with individuals carrying out similar roles in other organisations.

12. PERSONAL AND PEOPLE DEVELOPMENT

Commit to developing self and others. All managerial and supervisory posts must ensure staff have equal access to career progression and are appraised annually and have a PDP.

13. HEALTH AND SAFETY RESPONSIBILITY

It is the responsibility of the individual to work in compliance with all current health and safety legislation and the Trust's Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the Trust's legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. Members of staff are responsible for adherence to all Trust policies for the safety of themselves, staff and patients at work

14. INFECTION CONTROL

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the Trust's responsibility to comply with Government Directives.

15. SUSTAINABILITY

The Trust works in partnership with the NHS Sustainability Unit and Carbon Trust to achieve and exceed carbon reduction targets. Our aim is to be an exemplar organisation in the way we embraces sustainability and corporate social responsibility. To achieve this it is the responsibility of all staff to minimise the environmental impact of their day to day activities and adhere to Trusts policies on sustainability, waste, resource usage and governance.

16. GENERAL

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.

Any changes to the job description will be discussed with the post holder

ANNUAL REVIEW RECORD

Date of Issue:

Date of Review:	Employees Signature:	Signature of Line Manager:
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ORGANISATIONAL CHART

Where possible an organisation chart should be attached.